
UNIVERSITY OF ALBERTA

LIBRARIAN'S ANNUAL REPORTS

1955-56 TO 1961-62 (MR. B. B. PEEL)

Report of the University Librarian

1955-56

Introduction

In the year under review the big event in the Library was the resignation of the chief librarian, Miss Marjorie Sherlock (now Mrs. Hugh Grayson-Smith) in August. Mrs. Grayson-Smith, when she came to the library in 1945, brought to her position imagination and initiative. These qualities she exercised in the planning of the Rutherford Library, one of the finest library plants in the country. During her administration the rapid increase in the book collection now centralized in the new functional building, and the growth in the size and efficiency of the staff, brought the University of Alberta Library to the forefront in university library development in Canada in the post-war period. Mrs. Grayson-Smith's retirement has been a loss to the library profession.

Quarters

During the summer of 1955 both the Education Library and the Calgary Branch took over additional space in the buildings in which they are housed. The Education Library, which had previously occupied two floors, now has rooms on three. Two rooms directly below the Main Reading Room, Room 218, were converted into a stack area. The stacks were moved from 218 thus making more reading and working space available in the Main Reading Room. In the Reserve Reading Room above, a wall was knocked out and a small room behind it converted into a desk and stack area. By these alterations the Education Library doubled its reading room space. The Calgary Branch expanded into another wing thus adding 35 feet to the length of the reading room.

In the Rutherford Library three seminar rooms were taken over temporarily as offices for teaching staff because of the shortage of office space on the campus.

Use of the Library

The year has marked a levelling off in the circulation statistics for the first time in several years. In the Rutherford Library circulation of books remained about the same as last year, while the Education Library reported a sharp decline and the Calgary Branch reported an increase of 15%. The total circulation of all three libraries was 196,782 volumes, or a decrease of 3%.

The attendance for the three libraries was 460,286, an increase of 48,000 or 12% over last year. The increased number of students studying in the library is noticeable, for during the rush hours the reading rooms have a well-filled appearance.

A feature of the service this year has been the increased use of the main stacks by the students enrolled in Arts and Science. The number of stack permits issued to senior and honours students has nearly doubled, while the statistics indicate that there were 22,531 stack entries as compared with 14,716 last year. Access to the stacks has influenced the circulation figures in that permit holders use many of their books in the stack area without borrowing them for home use.

The Library again provided books for Evening Classes offered in Lethbridge, Medicine Hat, Red Deer, and Vegreville. A collection of books for each course was sent to the four centres where the public libraries co-operated with the University by supervising and circulating the books.

Reclassification

The reclassification of the main book collection in the Rutherford Library to the Library of Congress Scheme has proceeded smoothly. During the year books in the subject fields of music, art, pure and applied sciences, crime, education, political science, and international relations were completed. The books remaining are concentrated on Tier 5, and in the Reference Reading Room. The coming year will see the completion of the reclassification program.

Miscellaneous Services and Activities

The Photostatting Service processed some seventy separate orders originating from a variety of customers both on and off the campus, including the medical profession and the Research Council. The largest order was from a library for the reproduction of Captain John Palliser's famous report which is unobtainable in the secondhand book market. Although customers sometimes think our rates are high, the substantial deficit sustained by the service indicates that we are not charging enough to cover our costs. The service has been under the supervision of Mr. Noden who has ironed out some of the operational problems in photostatting pages from bound volumes, thus improving the quality of the prints.

As in other years the Library offered noon-hour concerts in the Music Listening Room. These have been well patronized by the students. However, the Thursday evening programs have too much competition from other campus activities to attract listeners in any number. A high fidelity, coaxial speaker in a handsome cabinet, the gift of the graduating class of 1955, was installed during the year.

A number of interesting displays were placed on exhibition in the cases in the rotunda. Probably the most colorful of these was the February display which featured material provided by some of the foreign students enrolled at the university. The British Council's travelling exhibits of books, British Book Design 1955 and British Medical Books, were shown in the Rutherford Library this spring.

In June 1955, two librarians visited the Rutherford Library to study our organization and routines. Miss Kathrine Ball, Professor of Cataloguing at the University of Toronto Library School, spent two weeks in the Cataloguing Department. Mr. Robert Rogers, now Librarian of the University of New Brunswick, visited the Library for a week studying departmental organization.

Staff

During most of the year the Library had a full-time staff of 34, of whom 14 were qualified librarians. In addition, a professional cataloguer and a typist are employed for the reclassification project. In April of last year two clericals were added to the permanent staff, one for the Order Department, and the other to work in the Reference and Circulation Departments, half-time in each.

As noted above, the Library lost its administrator, Miss Sherlock, at the end of August. Since then the task of the acting librarian has been made easy by the efficiency with which departmental heads have run their departments, and the co-operation which they and the junior staff have given in all matters.

In May Miss Dorothy Ryder, Circulation Assistant, resigned to take another post; we were unable to fill her position during the year. Mrs. Melba Wilson and Miss Bonney White resigned during the summer, and were replaced by Miss Louise Range and Miss Leona Thompson respectively. Among the non-professional staff there have been the usual number of resignations and replacements. In the Calgary Branch the lengthy illness of Miss Irene Burnett placed an undue strain on Miss Grant, the Librarian, during the busy winter term.

Library Committee and Library Sub-Committee

The Library Sub-Committee met four times during the year and the Library Committee once. A survey of the teaching departments and their book needs made during 1954-55 was used as the basis for a revision of departmental appropriations. A formula for the apportionment of book funds was applied to the information collected to work out the new appropriations. The result was studied and approved by the Sub-Committee, and later by the main Committee. The new appropriations are a much fairer division of the book fund.

The Acting Librarian gratefully acknowledges the assistance received from the Committee and the Sub-Committee. In particular he wishes to thank two members of the Sub-Committee, Dr. Thornton, chairman, and Dr. Johns, for advice and assistance with administrative problems.

Order Department

The Order Department is responsible for the ordering of all books, supplies and equipment for the entire Library system. Last April in a reorganization, the ordering of current periodicals, and the recording of issues as they arrived, were transferred to this department from the Reference Department. An additional clerical was added to the department to handle these. Orders were sent out, mainly in October, for 1162 periodical subscriptions.

During the year the department ordered 7,536 volumes, an increase over last year. An additional 440 volumes were received as gifts. The department set up a routine for searching for missing issues of periodicals and succeeded in securing 171 issues needed to complete sets. The Library Sub-Committee approved the purchase of fifteen runs of periodicals, and these were ordered.

Heavy purchases were made from the Col. J.H. Woods Trust Fund last spring and again this spring. This collection of books on American-Canadian relations is one of which the University can be proud. If the titles now on order are secured, the fund will be exhausted.

Cataloguing Department

Unlike other years, this year the Cataloguing Department has had no changes in staff. Less part-time help from student assistants was needed because of the greater efficiency of the staff, and also because of a decrease in the number of books processed.

The Department processed 4,362 new titles. While this was 552 fewer titles than last year, they totalled 128 more volumes than in 1954-55. The number of titles reclassified was 9,159, a decline of 2,469 titles in reclassification. In the reclassification program the experience of the Department has been that books in some subject fields take more time to classify than books in other fields; thus the books in the literature section done last year could be put through faster than the books in the sciences on which the department was engaged much of the year just past.

This year's work included 9,556 volumes accessioned, 9,618 new volumes catalogued, 13,573 volumes reclassified, 22,062 books lettered, and 72,108 cards typed. Other materials catalogued consisted of 26 phonograph records and 6 filmstrips.

Reference Department, Periodicals and Binding

This department in addition to its strictly reference function is responsible for the interlibrary loan service, and the supervision of the Periodical Reading Room, the Rare Book Room, the Microfilm Reading Room, and the map and document collections. In addition, it is responsible for the binding of books and periodicals for the whole Library.

The statistics show an increase in all areas of service. Attendance in the Reference Reading Room was 123,734 as compared with 114,223 last year. The circulation was 7,689, while the number of reference questions answered was 3,351. In the Periodical Reading Room the attendance was 12,130, an increase of 10%. The circulation of journals was 20,503, an increase of 14%. The staff has prepared a subject index of the periodicals shelved in the Periodical Room, and this has proved a useful guide to students and teaching staff.

The Library has continued to build up its document and map collections. During the year 9,264 documents were received and processed. Fewer maps were added than last year, only 311; the collection now totals 5200 sectional maps. An additional 55 theses were added to the collection of theses, 30 at the Spring Convocation and 25 in the Fall. A total of 666 pamphlets were added to the pamphlet file.

The Interlibrary loan service sent out 72 volumes to other institutions, borrowed 91 volumes, and purchased 97 films for the use of staff and students of this university.

A total of 2,407 periodicals and books were bound during 1955-56. This year the Library enlisted the services of an additional bindery, and was thus able to break the backlog of binding.

General Circulation Department

This department consists of the Reserve Reading Room, the Main Delivery Desk, the stacks, and the Browsing Area. This year the administrative burden carried by Miss Freifield, Circulation Librarian, was particularly heavy as she was without a professional librarian to assist her after Miss Dorothy Ryder's resignation. As the Library did not succeed in finding a trained librarian as a replacement, an extra non-professional graduate was hired, but Miss Freifield had to supervise many of the technical details which would normally fall to her assistant. The addition of a half-time clerical (shared with Reference) eased the strain of a heavy circulation and of staffing the Circulation Desk and the Reserve Room for 13½ hours per day.

The circulation from the Reserve Room was 38,502, and from the Main Delivery Desk and Browsing Area 37,167. Attendance in the Reserve Room was up 19%, in the Browsing Area by 11%, and in the stacks 53%.

This year the increased use made of the stacks has made it necessary for the staff to give more time to the admittance and supervision of student stack users. The Circulation Department found it necessary to send out more recall notices for overdue books than heretofore. The Department reports that as reclassification nears completion the inconvenience to stack users is becoming less.

Report of the Branch Libraries

Applied Science Reading Room

This reading room, which serves the Faculties of Agriculture and Engineering, and the Department of Chemistry, continues to be heavily used. The attendance was 49,044, an increase of 3,767 over last year. The circulation figure of 9,792 for books and journals does not give a complete picture of the use made of the reading room since this figure is for overnight loans, not the use made of books in the room. The reading room staff answered 1901 reference questions.

The Applied Science Reading Room has been rapidly building up its basic collection of books and journals on engineering and the petroleum industry. The problem of stack space has now become acute, but the construction of an additional tier above the desk area is under discussion, and this would alleviate the space problem.

Law Library

The attendance in this reading room was 35,961, a slight increase over the previous year. The circulation of over-night loans was 4,758. Since the students have free access to all the books in the room and the adjoining stack, the circulation figure represents only a small part of the reading done by the law students. The number of reference questions answered by the Law Librarian was up by 17%.

In the interest of building up the legal collection, five legal periodicals and a similar number of loose-leaf services were added to the subscription list during 1955-56. These were in addition to the usual acquisitions.

Medical Reading Room

This reading room serves the Faculties of Medicine, Dentistry and Pharmacy, and the Schools of Nursing and Physiotherapy. The attendance for the year was 30,594, an increase of 11%. This increase in attendance is most noticeable in the use made of the reading room during the evening. Circulation for home use was 18,141, as compared with 17,284 last year.

Medical practitioners in Edmonton and throughout the province were lent 4,830 books and journals. Most of these titles were borrowed by doctors in the city of Edmonton. The service to rural doctors was replaced in part by the photostating service.

The Medical Librarian estimated that the amount of time spent during the year in getting books and answering reference questions for medical practitioners to be equivalent to more than six full working days.

Education Library

As indicated earlier in this report, the Education Library expanded into additional space last summer so that it is now housed on three floors of the Education Building. A booklift was installed to connect the three floors. The seating for readers was increased from 75 to 154.

The attendance figure for the year was 29,729, while the Circulation figure was 39,096. The circulation was lower than last year, due at least in part to the fact that for the first time senior and graduate students had access to the stack area, and used books there instead of taking them out for home use.

The Library was again open two evenings per week during the winter session for the benefit of students enrolled in evening classes. In May the Canadian Education Association - Kellogg Foundation's annual workshop was held. The Library supplied books for the project but was not able to give the service given in other years because the library was being remodelled.

Calgary Branch

In the summer of 1955 a new wing 35 feet in length was added to the reading room of the Calgary Branch. Some new steel shelving was installed and some additional catalogue filing cases added. Scheduled for installation during the summer of 1956 are an acoustic ceiling, and new lighting for the stack area.

The Library immediately put the extra reading space to good use, for the attendance figure this past term was 50,186 as compared with 40,042 in 1954-55, an increase of 25%. The circulation figure was 20,144, an increase of 15%.

Miss Grant, the Calgary Librarian, operated the library under difficulties during the year as her assistant, Miss Irene Burnett, was on sick leave for three months, December through February. During this period two untrained persons in succession substituted, but neither had time to become thoroughly familiar with the routines. Miss Grant is to be commended for maintaining the same level of service in spite of staff shortages.

Gifts

We are grateful for gifts to the Library from the following organizations and individuals:

The College of Physicians and Surgeons, two \$300 grants for the purchase of books for the Medical Library.

Mr. S.K. Pearce, a large collection of personal papers and documents belonging to his father, the late William Pearce of Calgary.

Anonymous donor, a Shakespeare Fourth Folio.

Mrs. Irene Gonsett, a further \$500 for the purchase of Slavic books.

Mr. Vernon Barford, sets of the Music Review of London, 1876-1953, and the New Musical Review, 1901-1916.

Legislative Library of Saskatchewan, Golden Jubilee issues of all Saskatchewan newspapers.

Ukrainian Ladies Aid of St. Johns, \$25 for the purchase of Ukrainian books.

Dr. Bryon Wilson, a set in 8 volumes entitled Fruits of the Earth.

And from numerous other sources, gifts of books which have been duly acknowledged.

Professional Activities and Publications

Members of the Library staff have actively participated in their professional organizations, national and provincial. At the 10th Canadian Library Association Conference Miss Norma Freifield, Miss Caroline Hicks, and Mr. Bruce Peel took part in a panel on cataloguing. Miss Freifield was Chairman of the Proceedings Committee for the Conference. Miss Hicks is currently Chairman of the Cataloguing Section of the Canadian Library Association. Miss Lilian Leversedge was for part of the year Assistant Editor of the Alberta Library Association Bulletin.

Members of the staff published the following during the year:

Professional Activities and Publications (continued)

Freifield, N.E. The Alberta Library Association through twenty-five years. Can. Lib. Assoc. Bulletin, v. 12, no. 3, Dec., 1955, p. 111-113.

Grant, M.I. Reference suggestions for the small public library. Alta. Lib. Assoc. Bulletin, v.2, nos. 3-4, May-Aug., 1955, 11 p.

Peel, B.B. Alberta imprints before 1900. Alta. Hist. Rev., v. 3, no. 3, Summer, 1955, p. 41-46.

Peel, B.B. First thoughts on general considerations of the proposed catalogue code revision. Proc. 10th Annual Conference, Can. Lib. Assoc., p. 49-51.

Peel, B.B. A bibliography of the Prairie Provinces to 1953. Toronto, Published in co-operation with the Saskatchewan Golden Jubilee Committee and the University of Saskatchewan by the University of Toronto Press, 1956. 680 p.

Library Staff as of March 31, 1956.

Administration

Bruce Peel, M.A., B.L.S.	Acting Librarian
(Mrs.)Helen Osoba	Secretary

Reference

Dorothy Hamilton, B.A., B.Sc. in L.S., A.M.L.S.	Reference Librarian
Lois Carrier, B.A., B.L.S.	General Librarian
Louise Range, B.A., B.L.S.	General Librarian
(Mrs.)Penelope Sullivan, B.A.	Non-Professional Graduate
Lillian Young	Clerical Assistant
(Mrs.)Marjorie Corah	Clerical Assistant
	(Half-time with Circ. Dept)

Orders

Lilian Leversedge, B.A., B.L.S.	Order Librarian
Valoria Soreda	Clerk-typist
Joan Harris	Clerk-typist

Cataloguing

Caroline Hicks, B.A., B.L.S.	Chief Cataloguer
Denys Noden, M.A., B.L.S.	Classifier
Yvonne Fenton, B.A., A.L.A.	Classifier
Phyllis Morgan, B.A., B.L.S.	Classifier (during Reclassification)
(Mrs.)Alico Bailey, B.A.	Clerk-typist

Cataloguing (continued)

Mrs.) Rosalie Wilson
Mrs.) Barbara Patterson
Joy Parsons

Clerk-typist
Clerk-typist
Clerk-typist (during
Reclassification)

Circulation

Norma Freifield, B.A., B.L.S.
Mrs.) Orma Webb, B.A.
Mrs.) Mary Morrison, B.A.
Ruth Glass, B.A.
Frances Sissons
Patricia Noble
Mrs.) Marjorie Corah

Circulation Librarian
Non-Professional Graduate
Non-Professional Graduate
Non-Professional Graduate
Non-Professional Graduate
Clerical Assistant
Clerical Assistant
(Half-time with Ref. Dept.)

Applied Science Reading Room

Mrs.) Emma MacDonald, B.A., B.L.S.
Leona Thompson, B.A., B.L.S.
Mrs.) Bella Duclos, B.A.

Applied Science Librarian
General Librarian
(Half-time with Med. R.R.)
Non-Professional Graduate
(Half-time with Med. R.R.)

Law Reading Room

J. Mills Shipley, LL.B., B.L.S.

Law Librarian

Medical Reading Room

Blanche Giffen, M.A., B.Sc. in L.S.
Leona Thompson, B.A., B.L.S.
Mrs.) Bella Duclos, B.A.

Medical Librarian
General Librarian
(Half-time with App. Sc.)
Non-Professional Graduate
(Half-time with App. Sc.)

Education Library

Emily Clever, Dip. in L.S.
Mrs.) Mieke Somer
Lorna MacDonald
Rose Daviduk

Education Librarian
Non-Professional Graduate
Clerical Assistant
Clerical Assistant

Algary Branch Library

Mary Grant, B.Sc. in Ed., B.L.S.
Irene Burnett

Branch Librarian
Clerical Assistant

